

# City Manager

**Mission.** The mission of the City Manager is to implement the policy direction of the City Council in an efficient and responsive manner. The City Manager's duties include: submitting the annual budget; advising the City Council on matters affecting the City; administering and overseeing City operations; and appointing and removing City personnel.

**Overview.** The City Manager's Office has responsibilities for all matters involving the City, but has sole responsibility in several areas.

Responsiveness to citizens is one of the most prominent responsibilities. The Manager's Office handles numerous contacts each day, ranging from telephone and electronic mail inquiries to faxes. On average, the Manager's Office receives 250 telephone contacts, 100 faxes, and 100 letters and e-mails per day from citizens and business people requesting information or assistance.

The City Manager's Office assists the City Council with special projects and research. One of the current projects is the creation and development of "mini City Halls," one in each quadrant of the City. The goal is to become more connected and responsive to neighborhood and citizen needs. Another project is the City's continued involvement with annexation. Activities include coordinating public information sessions to discussing the benefits and impacts of annexation on affected residents as the City grows.

Planned future projects include a telecommunication plan that would ensure citizens and businesses receive the

best services available at reasonable rates. Another is the design of a marketing strategy for regional tourism in cooperation with the Convention and Visitors Bureau.

City Manager's Office staff is also working on the redesign of the City Council chambers. Some of the goals of this project will be to incorporate the use of technology for the presentation of agendas and reports; provide better accessibility for disabled citizens; improve the quality and functions of the sound system; and provide a more ergonomic and aesthetically pleasing environment for citizens, Council members, and City staff.

Other duties of the City Manager's Office include preparing agendas for weekly Council meetings; staffing various boards, commissions, and task forces; and overseeing non-departmental programs and activities.

**Finance and Operations.** The 2001 and 2002 budgets reflect few changes. The largest changes occur in the personal service costs, due to retirements and new hires. Almost 90 percent of the City Manager's Office budget is personal service costs.

A Special Assistant to the City Manager was added in April 2000 to assist in guiding the City in transformation efforts and strategic issues and projects. The Special Assistant to the City Manager is participating in the following projects: the evaluation of the City's fleet and maintenance operations; a review of the effectiveness of fire public education functions; an analysis of technology centralization; and a study of city refuse collection.

City Manager Department Budget Summary					
	1999 Actual	2000 Adopted	2000 Revised	2001 Adopted	2002 Approved
Personal Services	348,829	468,960	424,340	458,940	464,460
Contractual Services	51,945	53,440	50,550	51,900	51,900
Commodities	5,602	4,100	4,180	4,100	4,100
Capital Outlay	2,075	0	5,340	0	0
Other	0	0	0	0	0
<b>Total City Manager Expenditures</b>	<b>408,451</b>	<b>526,500</b>	<b>484,410</b>	<b>514,940</b>	<b>520,460</b>
<b>Position Summary</b>					
Total full-time	6	6	7	7	7
Total part-time	0	0	0	0	0
Total FTE	6	6	7	7	7